Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Address of Facility:				City	:			
		Zip:Telephone No.:						
County.		.ip		16	elepriorie	NO		
Staffing Report full-time and part-time	staffing who	are curre	ently on the	facility p	oayroll an	d/or conti	acted.	
Assisted Living Centers	Bude Positio	nt Total geted ns as of st , 2005	Current Budg Vacancie Jan 31 ^s	eted es as of		ver* For ear 2004		
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time		
Certified Nursing Assistant	Tille	Time	Time	Hille	Time	Tille	-	
Dietitian							-	
icensed Practical Nurse							-	
Jursing Assistant							-	
R.N. (Associate Degree)							-	
R.N. (Bachelor's Degree)							-	
R.N. (Diploma)								
I.N. (Master's Degree)								
		vithin your	facility.	J	·	ar 2004. It	does not include the numb	
How many hours a week dete n the last 12 months have yo lifficulties experienced, due to	rmines a full u had hard-to o a number o	vithin your time staf o-fill vaca	facility. f position? ncies at th	s site?	Hard-to-F	Fill Vacar	ncies: Recruitment	
How many hours a week dete n the last 12 months have yo difficulties experienced, due to	ermines a full u had hard-to o a number o es, etc. occupations	time staff o-fill vaca of reasons	facility. f position? ncies at the se.g. lack of the control of	s site? of applic	Hard-to-F ants, appl	Fill Vacar icants lad	ncies: Recruitment ck the qualifications,	
How many hours a week dete n the last 12 months have yo difficulties experienced, due to competition, undesirable hour Yes (Please check all No (Please precede to	ermines a full u had hard-to o a number o es, etc. occupations	time staff o-fill vaca of reasons	facility. f position? ncies at the se.g. lack of the control of	s site? of applic ID contir ished)	Hard-to-F ants, appl	Fill Vacar icants lad	ncies: Recruitment ck the qualifications,	
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How many hours a week detern the last 12 months have you difficulties experienced, due to competition, undesirable hour Yes (Please check all No (Please precede to Dietitian License Practical Nurse Nursing Assistant	ermines a full u had hard-to o a number o es, etc. occupations	time staff o-fill vaca of reasons	facility. f position? ncies at the se.g. lacker f (below) Afryou are fin	s site? of applic ND contir ished) R.N. (I R.N. (I	Hard-to-F ants, appl nue with th Bachelor's Diploma)	Fill Vacar icants lad ne rest of s Degree egree)	ncies: Recruitment ck the qualifications,	
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How many hours a week determent the last 12 months have you lifficulties experienced, due to competition, undesirable hour when you will be a check all not provide the competition of t	u had hard-to- to a number of the end of the end of the qualifications	time staff co-fill vaca of reasons that apply e survey, cancies?	facility. f position? ncies at the se.g. lack of (below) All you are fin	is site? of applic ND continished) R.N. (I R.N. (I R.N. (I) None (I	Hard-to-F ants, appl nue with th Bachelor's Diploma) Master's Do of the abov	Fill Vacar icants lac ne rest of to Degree egree) e	ncies: Recruitment ck the qualifications,	
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How many hours a week determine the last 12 months have your difficulties experienced, due to competition, undesirable hour when your desirable hour has been preceded to the last of the last of applicants of the last of applicants of the last of	ermines a full u had hard-to o a number of es, etc. occupations o the end of the mard-to-fill var qualifications doesn't pay e	time staff co-fill vaca of reasons that apply e survey, cancies? s we want enough able hour	facility. f position? ncies at the se.g. lack of the se.g. lack	is site? of applic ND continished) R.N. (I R.N. (I R.N. (I) None (I	Hard-to-F ants, appl nue with th Bachelor's Diploma) Master's Do of the abov	Fill Vacar icants lac ne rest of to Degree egree) e	ncies: Recruitment ck the qualifications,	
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How many hours a week detern the last 12 months have your difficulties experienced, due to competition, undesirable hour when your desirable hour	u had hard-to a number of s, etc. occupations to the end of the e	time staff co-fill vaca of reasons that apply e survey, cancies? s we want enough able hour er employ want to re	facility. f position? ncies at the se.g. lack of the se.g. lack	is site? of application ID continuished) R.N. (I R.N. (I R.N. (I None of	Hard-to-F ants, appl nue with th Bachelor's Diploma) Master's Do of the abov hat apply.	Fill Vacar icants lac ne rest of to Degree egree) e	ncies: Recruitment ck the qualifications,	
How many hours a week detern the last 12 months have your difficulties experienced, due to competition, undesirable hour when your experienced, due to competition, undesirable hour when your experienced in the last section of the last section when your experience when your experience is a company/Industry of the last shift work when your experience is the last of resources to the last section when your experience is the last shift work when you much competition is the last shift work when your experience is the last shift when your experience is the last shift when your experience is the	u had hard-to a number of s, etc. occupations to the end of the e	time staff co-fill vaca of reasons that apply e survey, cancies? s we want enough able hour er employ want to re	facility. f position? ncies at the se.g. lack of the se.g. lack	is site? of application ID continuished) R.N. (I R.N. (I R.N. (I None of	Hard-to-F ants, appl nue with th Bachelor's Diploma) Master's Do of the abov hat apply.	Fill Vacar icants lac ne rest of to Degree egree) e	ncies: Recruitment ck the qualifications,	
□ No (Please precede to □ Certified Nursing Assistant □ Dietitian □ License Practical Nurse □ Nursing Assistant □ R.N. (Associate Degree) What are the causes of your had a Applicants lack the b Lack of applicants c Company/Industry of the company of the competition of the co	u had hard-to a number of s, etc. occupations to the end of the e	time staff co-fill vaca of reasons that apply e survey, cancies? s we want enough able hour er employ want to re	facility. f position? ncies at the se.g. lack of the se.g. lack	is site? of application ID continuished) R.N. (I R.N. (I R.N. (I None of	Hard-to-F ants, appl nue with th Bachelor's Diploma) Master's Do of the abov hat apply.	Fill Vacar icants lac ne rest of to Degree egree) e	ncies: Recruitment ck the qualifications,	

Wha apply	t impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that y.
a.	Reduced continuity of care
b.	Reduced staff to patient ratio
C.	Difficulty meeting safety or health standards
d.	Reduction in services because of increased costs or lack of staff
	Increased training costs
f.	Increased hiring or recruitment costs
g.	Inability to fulfill paperwork requirements
ĥ.	Burnout of existing staff
i	Inability to terminate undesirable or marginal staff
j.	Lower qualification of new employees
k.	Administrative staff working direct care
l	Reduced training for new employees
m.	Other (specify)
n.	Nothing
0.	Not applicable
a. b. c. d. e. f. g. h.	t measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply. Offered higher pay Offered better benefits (health insurance, pension, holidays, time off) Offered signing bonuses Increased recruitment efforts (locally and different geographical areas) Increased Public Relations Increased training and development within workforce Changed work practices (flexible hours, work from home) Provided childcare support Highlighted problem to local providers (eg.TEC's, colleges, training bodies) Recruited people from other organizations Other (specify) Nothing Not applicable
	nk you for you cooperation in completing this survey. If there are any questions about your responses to this ey who should be contacted?
Nam	e (please print) Title (Area Code) Telephone Number

Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Please return by: April 25, 2005

Name of Facility:		
Address of Facility:		_City:
County:	Zip:	Telephone No.:

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Certified End-Stage Renal Disease Facility	Current Total Budgeted Positions as of Jan 31 st 2005		Budg Vacanci	nt total geted es as of st 2005	Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Dietitian						
Licensed Practical Nurse						
Medical Technician						
Nephrologist						
Pharmacist						
Pharmacist Technician						
Physician						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Social Worker						

^{*}Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position?	How many	hours a we	ek determines	a full time	staff position	າ?
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In the last 12 months, have you had har difficulties experienced, due to a numbe competition, undesirable hours, etc.		
	ns that apply (below) AND continue w ct information at the end of the surve	
 □ Dietitian □ Licensed Practical Nurse □ Medical Technician □ Nephrologist □ Pharmacist □ Pharmacist Technician 	 □ Physician □ Physical Therapist □ Physical Therapist Assistant □ Psychologist □ Psychiatrist 	 □ R.N. (Associate Degree) □ R.N. (Bachelor's Degree) □ R.N. (Master's Degree) □ Social Worker □ None of the above
What are the causes of your hard-to-fill	vacancies? Please check all that a	apply.
a Applicants lack the qualification b Lack of applicants c Company/Industry doesn't pay doesn't pay doesn't pay doesn't pay doesn't pay doesn't work of under e Too much competition from or f People with required skills doesn't pay doesn't p	y enough sirable hours ther employers n't want to relocate to this area t effective recruitment	
What impact, if any, have hard-to-fill vacapply.	cancies and employee turnover had	on your facility? Please check all that
e. Increased training costs f. Increased hiring or recruitmer g. Inability to fulfill paperwork red h. Burnout of existing staff i. Inability to terminate undesira j. Lower qualification of new em k. Administrative staff working d l. Reduced training for new emp m. Other (specify) n. Nothing o. Not applicable	te of increased costs or lack of staff int costs quirements able or marginal staff aployees lirect care ployees	
	to tackle the problem of hard-to-fill	vacancies? Please check all that apply.
aOffered higher pay bOffered better benefits (health cOffered signing bonuses dIncreased recruitment efforts eIncreased Public Relations fIncreased training and develo gChanged work practices (flexi hProvided childcare support iHighlighted problem to local p jRecruited people from other of kOther (specify) lNothing mNot applicable	opment within workforce ible hours, work from home) providers (eg.TEC's, colleges, training	areas)
Thank you for you cooperation in compl survey who should be contacted?	eting this survey. If there are any q	questions about your responses to this
Name (please print)	Title	() (Area Code) Telephone Number

Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Δddr	ess of Facility:				City		
Auui	555 OF Facility				City.	·	
Cour	ty:	Zi	p:		Τε	elephone	No.:
Staf	ing rt full-time and part-time sta	ffing who	are curre	ntly on the	e facility p	payroll ar	nd/or cor
Cert	ified Home Health Agencies	Curren Budg Positior Jan 31	eted as of	Vacanci	Budgeted les as of st 2005		ver* For ⁄ear 2004
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Certif	ed Nursing Assistant						
icen	sed Practical Nurse						
R.N. (Associate Degree)						
₹.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
				position ?)		
In the diffici comp	e last 12 months, have you hulties experienced, due to a setition, undesirable hours, e	nad hard to number of etc.	o fill vaca f reasons	ncies at t e.g. lack	of applica	Hard-to- ants, app	olicants la
In the diffici comp	e last 12 months, have you hulties experienced, due to a	nad hard to number of etc. ccupations	o fill vaca f reasons s that app	ncies at tl e.g. lack	nis site? of applica	Hard-to- ants, app	olicants la
In the diffict comp	e last 12 months, have you hulties experienced, due to a setition, undesirable hours, of	nad hard to number of etc. ccupations	o fill vaca f reasons s that app	ncies at tl e.g. lack	AND contend of the	Hard-to- ants, app	n the rest o submit s Degree)
In the difficion comp	e last 12 months, have you halties experienced, due to a setition, undesirable hours, of the Yes (Please check all of No (Please precede to the Certified Nursing Assistant License Practical Nurse	nad hard to number of etc. ccupations the contact	o fill vaca f reasons s that app informat	ncies at ti e.g. lack ly (below) ion at the	AND contend of the	Hard-to- ants, app tinue with e survey t Bachelor's Master's D of the abo	n the rest o submit o Degree) Degree) ve
In the diffice comp	e last 12 months, have you hulties experienced, due to a petition, undesirable hours, or a last of the	nad hard to number of etc. ccupations the contact d-to-fill vac alifications sn't pay en f undesira from othe kills don't v	o fill vaca f reasons s that app informat cancies? we want nough ble hours r employe	ncies at the e.g. lack ly (below) ion at the Please c sers elocate to	AND comend of the R.N. (E. R.N	Hard-to- ants, app tinue with a survey t Bachelor's Master's D of the abor	n the rest o submit o Degree) Degree) ve

Wha	at impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that ly.
a.	Reduced continuity of care
b.	Reduced staff to patient ratio
c.	Difficulty meeting safety or health standards
d.	Reduction in services because of increased costs or lack of staff
e.	Increased training costs
f.	Increased hiring or recruitment costs
g.	Inability to fulfill paperwork requirements
ĥ.	Burnout of existing staff
i.	Inability to terminate undesirable or marginal staff
j.	Lower qualification of new employees
k.	Administrative staff working direct care
l.	Reduced training for new employees
m.	Other (specify)
n.	Nothing
Ο.	Not applicable
a. b. c. d. e. f. g. h. i. j. k. l. m.	offered higher pay Offered better benefits (health insurance, pension, holidays, time off) Offered signing bonuses Increased recruitment efforts (locally and different geographical areas) Increased Public Relations Increased training and development within workforce Changed work practices (flexible hours, work from home) Provided childcare support Highlighted problem to local providers (eg.TEC's, colleges, training bodies) Recruited people from other organizations Other (specify) Nothing Not applicable
	ank you for you cooperation in completing this survey. If there are any questions about your responses to this vey who should be contacted?
Nar	ne (please print) Title (Area Code) Telephone Number

Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Name of Facility:							
Address of Facility:				City	:		
County:	z	ip:		Te	elephone	No.:	
Staffing Report full-time and part-ti	me staffing who	are curre	ntly on th	e facility p	oayroll an	d/or contr	acted.
Clinic	Budo Position	nt Total geted ns as of st 2005	Budg Vacanc	nt Total geted ies as of st 2005		ver* For ear 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
Certified Medical Assistant							1
Certified Nurse Midwife							
Certified Nurse Practitioner							
linic Nurse Specialist							
icensed Practical Nurse							
Medical Technician							
Occupational Therapist							
Physician							
Physician Assistant							
Physical Therapist							
R.N. (Associate Degree)							
R.N. (Diploma)							
R.N. (Bachelor's Degree)							
R.N. (Master's Degree)							
Radiological Technologist							
Turnover Numbers: Is the nudoes not include the number							
How many hours a week o	determines a full	time staff	position?				
In the last 12 months, hav difficulties experienced, du competition, undesirable h	ue to a number o	o-fill vaca f reasons	ncies at t e.g. lack	his site? of applic	Hard-to- ants, app	Fill Vacai licants lac	ncies: Recruitment k the qualifications,
☐ Yes (Please che☐ No (Please prec	ck all occupationsede to the contac	s that app t informat	ly (below) ion at the	AND con	tinue with e survey to	the rest o submit)	f the survey)
□ Certified Medical Assista □ Certified Nurse Midwife □ Certified Nurse Practitio □ Clinic Nurse Specialist □ Licensed Practical Nurse □ Medical Technician	ner 🗆	Physica Physicia Physicia R.N. (As	an Assistar ssociate D	t ['] nt		□ R.N. ((Bachelor's Degree) (Master's Degree) ological Technician of the above

What are	the causes of your hard-to-fill vacancies? Please check all that apply.
a.	Applicants lack the qualifications we want
	Lack of applicants
	Company/Industry doesn't pay enough
	Job entails shift work of undesirable hours
e	Too much competition from other employers
f	People with required skills don't want to relocate to this area
g	Lack of resources to carry out effective recruitment
h	Other (specify)
i	Nothing
j	Not applicable
What imp apply.	act, if any, have hard-to fill vacancies and employee turnover had on your institution? Please check all that
a	Reduced continuity of care
b	
C	Difficulty meeting safety or health standards
d	Reduction in services because of increased costs or lack of staff
e	Increased training costs
f	Increased hiring or recruitment costs
g	Inability to fulfill paperwork requirements
h	Burnout of existing staff
	Inability to terminate undesirable or marginal staff
	Lower qualification of new employees
	Administrative staff working direct care
	Reduced training for new employees
	() ,
n	Nothing
0	Not applicable
What mea	asures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.
a	Offered higher pay
	Offered better benefits (health insurance, pension, holidays, time off)
	Offered signing bonuses
	Increased recruitment efforts (locally and different geographical areas)
е.	Increased Public Relations
f	Increased training and development within workforce
	Changed work practices (flexible hours, work from home)
h	Provided childcare support
i	Highlighted problem to local providers (eg.TEC's, colleges, training bodies)
j	Recruited people from other organizations
	Other (specify)
	Nothing
m	Not applicable
Therefore	of any angular in a small time this common lift there are a small time that are a small time to the small time time the small time time time time time time time time
	u for you cooperation in completing this survey. If there are any questions about your responses to this no should be contacted?
Survey Wi	in stinnin ne cottacten;
	(
Name (nl	ease print) Title (Area Code) Telephone Number
radine (pi	(Alea Oode) Telephone Number

Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Please return by: April 25, 2005

Name of Facility:		
Address of Facility:		_City:
County:	_Zip:	Telephone No.:

Staffing

Report full-time and part-time staffing who are currently on the facility payroll and/or contracted.

Hospital	Budo Position January	Current Total Budgeted Positions as of January 31 st , 2005		nt Total geted ies as of 31 st , 2005	Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Accredited Record Technician	111110	Time	Time	111110	Time	111110
Audiologist						
Certified Coding Specialist						
Certified Dietary Manager						
Certified Nurse Practitioner						
Chiropractor						
Clinic Nurse Specialist						
Dietitian						
Emergency Medical Technician						
Licensed Practical Nurse						
Medical Technician						
Nurse Anesthetists						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Operating Room Technician						
Paramedic						
Patient Care Technician						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Podiatrist						
Psychologist						
Psychiatrist						
Radiological Technologist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
R.N. (No Separation)						
Registered Record Administrator						
Respiratory Therapist						
Social Worker						
Speech Pathologist						
Surgical Technician						
Ultrasound Technician	1			İ		

^{*}Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

How many hours a week determines a full time staff position? _____

	ficulties experienced, due to a numbe mpetition, undesirable hours, etc.	er of r	easons e.g. lack of applicants,	applica	nts lack the qualifications,				
			at apply (below) AND continue wi ormation at the end of the survey						
Wr a. b.	Accredited Record Technician Audiologist Certified Coding Specialist Certified Dietary Manager Certified Nurse Practitioner Chiropractor Clinic Nurse Specialist Dietitian Emergency Medical Technician Licensed Practical Nurse Medical Technician Nurse Anesthetist Nursing Assistant Occupational Therapist Applicants lack the qualification Lack of applicants	ons w	ve want	oply.	Radiological Technologist R.N. (Associate Degree) R.N. (Bachelor's Degree) R.N. (Master's Degree) R.N. (No Separation) Registered Record Administrators Respiratory Therapists Social Worker Speech Pathologist Surgical Technician Ultrasound Technician None of the above				
c. d. e. f. g. h. i. j.	Company/industry doesn't pay enough Job entails shift work of undesirable hours Too much competition from other employers People with required skills don't want to relocate to this area Lack of resources to carry out effective recruitment								
	nat impact, if any, have hard-to fill vac at apply.	canci	es and employee turnover had	on you	r institution? Please check all				
a. b. c. d. e. f. g. h. i. j. k. l. m. n. o.	Reduced continuity of care Reduced staff to patient ratio Difficulty meeting safety or he Reduction in services becaus Increased training costs Increased hiring or recruitmee Inability to fulfill paperwork re Burnout of existing staff Inability to terminate undesire Lower qualification of new em Administrative staff working of Reduced training for new em Other (specify) Nothing Not applicable	ealth se of int cosquired able conployed lirect ployed	ncreased costs or lack of staff sts ments or marginal staff ses care ses	acanci	es? Please check all that anniv				
Wha.			ckle the problem of hard-to-fill vurance, pension, holidays, time		es? Please check all that apply.				
c. d. e. f. g. h. i.	Increased recruitment efforts (locally and different geographical areas) Increased Public Relations Increased training and development within workforce Changed work practices (flexible hours, work from home) Provided childcare support								
j. k. l. m.	Recruited people from other of Other (specify) Nothing Not applicable	organ	izations	J					
	ank you for you cooperation in comparted who should be contacted?	leting	this survey. If there are any qu	uestion	s about your responses to this				

In the last 12 months have you had hard-to-fill vacancies at this site? Hard-to-Fill Vacancies: Recruitment

Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Name of Facility:							
Address of Facility:				City			
County:	z	ip:		Te	elephone l	No.:	
Staffing Report full-time and part-time	staffing who	are curre	ently on th	e facility p	payroll and	d/or contra	acted.
Inpatient Chemical Dependen Facilities	cy Budg	nt Total geted ns as of st 2005	Budo Vacanc	nt Total geted es as of st 2005		ver* For ear 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
CD Counselor					1		
Certified Nursing Assistant							
Dietitian							
Licensed Practical Nurse							
Nursing Assistant							
Physician							
Psychologist							
Psychiatrist							
R.N. (Associate Degree)							
R.N. (Bachelor's Degree)							
R.N. (Master's Degree)							
Social Worker							
*Turnover Numbers: Is the numb It does not include the number of How many hours a week dete	employees wh	o were pro	omoted or	ransferred	l within you		
In the last 12 months, have you difficulties experienced, due to competition, undesirable hour	o a number o						
☐ Yes (Please check a ☐ No (Please precede							the survey)
□ CD Counselor □ Certified Nursing Assistant □ Dietitian □ License Practical Nurse □ Nursing Assistant		Psychia R.N. (A	logist		ĺ	□ Social	Master's Degree) Worker of the above

What are the causes of your hard-to-fill vacancies? Please check all that apply.
a Applicants lack the qualifications we want b Lack of applicants c Company/Industry doesn't pay enough d Job entails shift work of undesirable hours e Too much competition from other employers f People with required skills don't want to relocate to this area g Lack of resources to carry out effective recruitment h Other (specify) i Nothing j Not applicable
What impact, if any, have hard-to-fill vacancies and employee turnover had on your institution? Please check all that apply.
a Reduced continuity of care b Reduced staff to patient ratio c Difficulty meeting safety or health standards d Reduction in services because of increased costs or lack of staff e Increased training costs f Increased hiring or recruitment costs g Inability to fulfill paperwork requirements h Burnout of existing staff i Inability to terminate undesirable or marginal staff j Lower qualification of new employees k Administrative staff working direct care l Reduced training for new employees m Other (specify) n Nothing o Not applicable
What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please check all that apply.
aOffered higher pay bOffered better benefits (health insurance, pension, holidays, time off) cOffered signing bonuses dIncreased recruitment efforts (locally and different geographical areas) eIncreased Public Relations fIncreased training and development within workforce gChanged work practices (flexible hours, work from home) hProvided childcare support iHighlighted problem to local providers (eg.TEC's, colleges, training bodies) jRecruited people from other organizations kOther (specify) INothing mNot applicable
Thank you for you cooperation in completing this survey. If there are any questions about your responses to this survey who should be contacted?
Name (please print) Title (Area Code) Telephone Number

Please return to: South Dakota Department of Health Office of Data, Statistics, & Vital Records 600 East Capitol Avenue Pierre, South Dakota 57501 Phone: 605-773-3361 Fax: 605-773-5683

Please return by: April 25, 2005

Name of Facility:		
Address of Facility:		
County:	Zip:	Telephone No.:

Staffing

Report full-time and part-time staffing who currently on the facility payroll and/or contracted.

Intermediate Care Facilities for the Mentally Retarded	Current Total Budgeted Positions as of Jan 31 st 2005		Budg Vacanci	nt Total geted es as of st 2005	Turn Over* For Fiscal Year 2004	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Case Manager						
Certified Dietary Manager						
Certified Nurse Practitioner						
Certified Nursing Assistant						
Dietitian						
Licensed Practical Nurse						
Nursing Assistant						
Occupational Therapist						
Occupational Therapists Assistant						
Pharmacist						
Pharmacist Technician						
Physician						
Physician Assistant						
Physical Therapist						
Physical Therapist Assistant						
Psychologist						
Psychiatrist						
R.N. (Associate Degree)						
R.N. (Bachelor's Degree)						
R.N. (Master's Degree)						
Restorative Aides						
Social Worker						
Speech Pathologist						

^{*}Turnover Numbers: Is the number of employees who left your facility during the fiscal year 2004. It does not include the number of employees who were promoted or transferred within your facility.

H	ow many	hours a wee	k de	termines a	ful	I time staff	position?	
---	---------	-------------	------	------------	-----	--------------	-----------	--

con	npetition, undesirable hours, etc.				
	☐ Yes (Please check all occup ☐ No (Please precede to the co				
	Case Manager Certified Dietary Manager Certified Nurse Practitioner Certified Nursing Assistant Dietitian Licensed Practical Nurse Nursing Assistant Occupational Therapist	 □ Occupational The Assistant □ Pharmacist □ Pharmacist Tech □ Physician □ Physician Assists □ Physical Therapi □ Physical Therapi □ Psychologist 	nician ant st		Psychiatrist R.N. (Associate Degree) R.N. (Bachelor's Degree) R.N. (Master's Degree) Restorative Aides Social Worker Speech Pathologist None of the above
Wh	at are the causes of your hard-to-f	ill vacancies? Please	check all that apply	' -	
a. b. c. d. e. f. g. h. i. j.	Applicants lack the qualificated Lack of applicants Company/Industry doesn't pure Job entails shift work of unce Too much competition from People with required skills of Lack of resources to carry of Other (specify) Nothing Not applicable	pay enough desirable hours other employers don't want to relocate to out effective recruitmer			
Wh app	at impact, if any, have hard-to fill v oly.	racancies and employe	ee turnover had on y	your	institution? Please check all tha
a. b. c. d. e. f. g. h. i. j. k. l. m. o.	Reduced continuity of care Reduced staff to patient rati Difficulty meeting safety or l Reduction in services becar Increased training costs Increased hiring or recruitm Inability to fulfill paperwork i Burnout of existing staff Inability to terminate undes Lower qualification of new existing staff working Reduced training for new existing for new existing staff working Reduced training for new existing staff working Nothing Not applicable	health standards use of increased costs tent costs requirements irable or marginal staff employees I direct care mployees			
Wh	at measures, if any, have you take	en to tackle the problen	n of hard-to-fill vaca	ancie	es? Please check all that apply.
	Highlighted problem to loca Recruited people from othe Other (specify) Nothing Not applicable	ts (locally and different elopment within workfo exible hours, work from I providers (eg.TEC's, r organizations	geographical areas rce n home) colleges, training b	s) odie	
	ank you for you cooperation in com vey who should be contacted?	pleting this survey. If			
 Nai	me (please print)	Title	(<u>/</u> (Area Code)	Гele	phone Number

In the last 12 months, have you had hard-to-fill vacancies at this site? **Hard-to-Fill Vacancies:** Recruitment difficulties experienced, due to a number of reasons e.g. lack of applicants, applicants lack the qualifications,

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						Please re	turn by: A	April 25, 2005
Na	me of Facility:							
Add	dress of Facility:				City:			
Co	unty:	Zi	p:		Tel	ephone N	lo.:	
	affing port full-time and part-time sta	affing who a	are currer	ntly on the	facility p	ayroll and	l/or contra	acted.
	Nursing Facilities	Budo Positio	nt Total geted ns as of st , 2005	Curren Budg Vacanci Jan 31 ^s	eted es as of		ver* For ear 2004	
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	
	redited Record Technician							
	tified Coding Specialist							1
	tified Dietary Manager							4
	tified Nurse Practitioner							4
	tified Nursing Assistant							4
_	titian							1
	alth Unit Clerk							4
_	ensed Practical Nurse							4
	S Coordinator cupational Therapist							4
	cupational Therapist Assistant							4
	rsician							-
	rsical Therapist							-
_	sical Therapist Assistant							1
_	I. (Associate Degree)							1
	I. (Bachelor's Degree)							†
	I. (Master's Degree)	1			<u> </u>			1
	storative Aides	1						1
	cial Worker							1
	eech Pathologist				1			1
*Tu	rnover Numbers: Is the number oployees who were promoted or tra				during the	fiscal year	2004. It d	loes not include the number of
Ho	w many hours a week determi	ines a full t	ime staff	position?				
exp	he last 12 months have you herienced, due to a number of desirable hours, etc.							
	☐ Yes (Please check all occ ☐ No (Please precede to the					ue with the	e rest of ti	he survey)
	Accredited Record		License	Practical N	ırsa	_	□ R.N. (Associate Degree)
П	Technician			ordinator	ui SC			Bachelor's Degree)
	Certified Coding Specialist		Occupati	ional Thera			,	Master's Degree)
	Certified Dietary Manager		Occupati	ional Thera			Resto	rative Aides
	Certified Nurse Practitioner	_	Assistan					Worker
	Certified Nursing Assistant Dietitian		Physicial Physical	n Therapist				ch Pathologist of the Above
	Health Unit Clerk			Therapist A	Assistant	L	- INOHE	OI THE ADOVE

What are the causes of your hard-to-fill vacancies? Please ch	eck all that apply.
a Applicants lack the qualifications we want	
b Lack of applicants	
c Company/Industry doesn't pay enough	
d Job entails shift work of undesirable hours	
e Too much competition from other employers	
f. People with required skills don't want to relocate to t	his area
g Lack of resources to carry out effective recruitment	
h Other (specify)	
i Nothing	
j Not applicable	
What impact, if any, have hard-to-fill vacancies and employee apply.	turnover had on your institution? Please check all that
a Reduced continuity of care	
b. Reduced staff to patient ratio	
c Difficulty meeting safety or health standards	
d Reduction in services because of increased costs or	lack of staff
e Increased training costs	
f Increased hiring or recruitment costs	
g Inability to fulfill paperwork requirements	
h Burnout of existing staff	
i Inability to terminate undesirable or marginal staff	
j Lower qualification of new employees	
k Administrative staff working direct care	
Reduced training for new employees	
m Other (specify)	
n Nothing	
o Not applicable	
What measures, if any, have you taken to tackle the problem of	of hard-to-fill vacancies? Please check all that apply.
a Offered higher pay	
b Offered better benefits (health insurance, pension, h	oolidays, time off)
c Offered signing bonuses	, -, ,
d Increased recruitment efforts (locally and different go	eographical areas)
e Increased Public Relations	3 1 ,
f Increased training and development within workforce	e
g. Changed work practices (flexible hours, work from h	
h Provided childcare support	,
i Highlighted problem to local providers (eg.TEC's, co	lleges, training bodies)
j Recruited people from other organizations	
k Other (specify)	
I Nothing	
m Not applicable	
Thank you for you cooperation in completing this survey. If the survey who should be contacted?	ere are any questions about your responses to this
	()
Name (please print) Title	() (Area Code) Telephone Number
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No	me of Facility:								
iva	ine of radility.								
Address of Facility:City:									
Со	ounty:	Z	ip:		Te	elephone			
	affing port full-time and part-time	staffing who	are curre	ently on th	e facility _l	oayroll an	d/or contr	racted.	
Current Total Budgeted Rural Health Clinic Positions as of Jan 31 st 2005 Current Total Budgeted Turn Over* For Vacancies as of Jan 31 st 2005 Jan 31 st 2005									
		Full	Part	Full	Part	Full	Part	-	
		Time	Time	Time	Time	Time	Time		
Cei	rtified Nurse Practitioner								
Lice	ensed Practical Nurse								
Phy	ysician								
Phy	ysician Assistant								
R.N	N. (Associate Degree)								
R.N	N. (Bachelor's Degree)								
R.N	N. (Master's Degree)								
*Tu	irnover Numbers: Is the number	r of employee	s who left	your facility	during th	e fiscal yea	ar 2004.	=	
It c	does not include the number of	employees w	ho were pi	romoted or	transferre	d within yo	ur facility.		
НО	w many hours a week deter	mines a full	time star	r position?	,		-		
diff	the last 12 months, have yo ficulties experienced, due to mpetition, undesirable hours	a number o							
	☐ Yes (Please check al							of the survey)	
	Certified Nurse Practitioner License Practical Nurse Physician Physician Assistant] R.N. (I] R.N. (I	Associate I Bachelor's Master's Do of the abov	Degree) egree)		

What are the causes of your hard-to-fill vacancies? Please check all that apply.	
a Applicants lack the qualifications we want	
b Lack of applicants	
c Company/Industry doesn't pay enough	
d Job entails shift work of undesirable hours	
e Too much competition from other employers	
f People with required skills don't want to relocate to this area	
g Lack of resources to carry out effective recruitment	
h Other (specify) i Nothing	
j Not applicable	
What impact, if any, have hard-to fill vacancies and employee turnover had on your institution? apply.	Please check all that
a Reduced continuity of care	
b. Reduced staff to patient ratio	
c Difficulty meeting safety or health standards	
d Reduction in services because of increased costs or lack of staff	
e Increased training costs	
f Increased hiring or recruitment costs	
g Inability to fulfill paperwork requirements	
h Burnout of existing staff i Inability to terminate undesirable or marginal staff	
j Inability to terminate undesirable or marginal staff j Lower qualification of new employees	
k Administrative staff working direct care	
I Reduced training for new employees	
m Other (specify)	
n Nothing	
o Not applicable	
What measures, if any, have you taken to tackle the problem of hard-to-fill vacancies? Please	check all that apply.
a Offered higher pay	
b Offered better benefits (health insurance, pension, holidays, time off)	
c Offered signing bonuses	
d Increased recruitment efforts (locally and different geographical areas)	
e Increased Public Relations	
f Increased training and development within workforce	
g Changed work practices (flexible hours, work from home)	
h Provided childcare support	
 i Highlighted problem to local providers (eg.TEC's, colleges, training bodies) j Recruited people from other organizations 	
k Other (specify)	
I Nothing	
m Not applicable	
Thank you for you cooperation in completing this survey. If there are any questions about your survey who should be contacted?	r responses to this
Name (please print) Title (Area Code) Telephone	Number
Name (please print) Title (Area Code) Telephone	Nullibel